

BRUINBUY PREPARER CLASS PRE-REGISTRATION CHECKLIST

Acquire OASIS Logon ID:

- The DSA submits an [SAR](#) to IT Services requesting an OASIS logon ID for the participant; getting access to ITS or a particular application that ITS supports should normally take **2-3 working days**.
- The participant receives an email with instructions, regarding the online security course.
- The participant completes the 30-minute online security training course.
- Upon completion of the security training, the participant receives an email with instructions to complete the in-person ID verification.
- The participant completes the ID verification by visiting BOL Help Desk in person; see www.it.ucla.edu/accounts/get-account/oasis-id/getting-an-it-services-oasis-or-qdb-logon-id for more details.

Ensure that the user has an active UCLA email address in the Campus Directory:

- Departmental directory information is maintained by ITS-Directory Services. If any changes need to be made to a listing, notify your department directory coordinator. This staff member will forward the updated information to Directory Services to verify and enter the changes. Changes will be reflected in the online directory **within 24 hours**.

If you do not know the name of your [departmental directory coordinator](#), please contact Directory Services at x51990 or x51033 or send an email to ucladir@it.ucla.edu.

The Preparer:

- After obtaining your OASIS ID and UCLA email address, check with your DSA for your DACSS Profile setup, which must include function - AP730 (purchasing function). This must be completed **at least 2 days prior to the start of BruinBuy Preparer class**; DACSS functions require an overnight update before the access can be used.
- Register for BruinBuy Preparer Class via UC Learning Center (www.lms.ucla.edu); be sure to coordinate with your work schedule as this is a 4-day training course. If the class is full, get on the waitlist as well as register for the next available session. If you're on the waitlist, attend Day 1 of class as there may be no-shows, which would allow the waitlist people to fill the no-show spots. Maximum capacity is 15 participants.

GLOSSARY:

BruinBuy – A web based E-Commerce system which allows you to search for items from different suppliers or vendors on **ONE** screen rather than shopping through individual websites, stores or paper catalogs.

BOL Logon ID – Bruin On-Line or Single Sign-On ID; your UCLA Logon ID and password are used to confirm your identity across most computing resources at the university. They are required when accessing your BOL email, Google Apps for UCLA, computer labs across the campus, access to the public wireless network, numerous online applications (e.g. MyUCLA, URSA, PAN, Travel Express, etc.), and various other systems.

DACSS – Distributed Administrative Computing Security System is UCLA's enterprise application access control system. DACSS allows Departmental Security Administrators (DSAs) in campus departments to manage user access to major university administrative applications such as Transfer of Funds, Purchasing/Accounts Payable, and Payroll via a single user interface. See <https://www.it.ucla.edu/applications/idm-analytics-reporting/dacss> for more information.

DSA – Departmental Security Administrator; selected by the CAO (Chief Administrative Officer) of a unit, DSA is responsible for setting up logon IDs and the input (into the DACSS system) of the Inquiry/Preparer/Reviewers as delineated by the CAO. A backup DSA should also be designated in the event of the primary DSA's absence.

FAU – Full Accounting Units; allows departments to structure their chart of accounts so that it accurately reflects their organization and facilitates effective management reporting, financial control and analysis. The FAU is made up of 32 characters (maximum) and includes seven data fields of different lengths:

Location | Account | Cost Center | Fund | Project | Sub-Object (aka Financial Class) | Source

In the illustration below, the number in brackets under the field name is the number of digits, or characters, that make up the field.

Loc.	Account	Cost Center	Fund	Project	Sub	Object	Source
(1)	(6)	(2) optional	(5)	(6) optional	(2)	(4)	(6) optional

FS Code – Financial Systems Code or Department Code.

ITS – Information Technology Services; comprised of formerly AIS (Administrative Information Systems) and CTS (Communications Technology Services) departments.

OASIS Logon ID – OASIS logon IDs provide access to the IT Services mainframe, including OASIS, TSO, FOCUS and FTP. Departmental Security Administrators (DSAs) will assist you in obtaining your OASIS logon ID and access to the applications. See <https://www.it.ucla.edu/accounts/get-account/oasis-id> for more information.

PAC – Purchasing and Accounts Payable (Component) System

SAR – System Access Request; a System Access Request (SAR) is used by Departmental Security Administrators (DSAs) to request access on behalf of users in their department to certain systems (OASIS, QDB, BOL, etc.) for which access is controlled by IT Services - Access Services.